



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Chizka Mae M. Estallo

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.93

TOTAL NUMERICAL RATING:

4.93

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.93

FINAL NUMERICAL RATING

4.93

ADJECTIVAL RATING:

Outstanding

Prepared by:

CHIZKA MAE M. ESTALLO

Name of Staff

Reviewed by:

ELDON P. DE PADUA

Department/Office Head

Recommending Approval:

IVY C. EMNACE

Director for Research

Approved:

SANTIAGO T. PEÑA JR.

Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHIZKA MAE M. ESTALLO**, of the RENEWABLE ENERGY RESEARCH CENTER commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2024.

CHIZKA MAE M. ESTALLO

Administrative Aide IV

Date: 9/5/24

Approved: **ELDON P. DE PADUA**

Director, RERC

Date: 9/5/24


MFO & PAPs	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-June 2024)	Percentage (%) of Accomplishment as of June 30, 2024	Actual Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
UMFO 3 . RESEARCH SERVICES											
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Facilitate the preparation of project procurement and management plan and purchase requests of supplies and materials for use on the continous development and maintainance of the research outputs for possible utilization by industry or other beneficiaries	3	100%	3	5	5	5	5.00	Facilitated the preparation, submission and follow-up of PPMP and PRs for the completion of three (3) research outputs for possible utilization by industry or other beneficiaries. Ensured that research outputs are available to users and other beneficiaries in good condition
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Assist in the completion of research outputs through preparation, drafting and submission of quarterly and mid-year accomplishment reports, providing support during procurement of supplies and materials, and preparation of final terminal report within the year	3	133%	4	5	5	4	4.67	Assisted in the completion and submission of the socio-economic impact study of JMGuarte from Jan-Jun only. No project completed from Jul-Dec.

MFO & PAPs	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-June 2024)	Percentage (%) of Accomplishment as of June 30, 2024	Actual Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Assist in the preparation of presentation and other outputs as necessary	3	100%	3	5	5	5	5.00	Assisted in the preparation of power point presentations and other documents for submission during the annual in-house review and other confere and facilitated the conduct of the IHR
UMFO 4. EXTENSION SERVICES											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Facilitate the cooperation between the RERC, LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintains this active partnership and facilitate new partnership endeavor of the Center	4	100%	4	5	5	5	5.00	Facilitated and maintained the communication and other related activities of 3 old and 1 new (CLGU-Baybay) linkage/stakeholders
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Facilitate the conduct of trainings among beneficiaries of technologies for transfer and	1							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Facilitate the activities on familiarization of RE technologies available at the RE Park to students and guests. Provide assistance in the repair and maintenance of the RE technologies.	1	100%	1	5	5	5	5.00	Supervised the maintenance of the RE Park and repair of the RE demonstration units in preparation for activities involving familiarization of RE technologies available at the Center
UMFO 5. SUPPORT TO OPERATIONS											
OVPI MFO 4. Program and Institutional Accreditation Services											
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of the functions as an administrative staff and deputy documents and records controller	100%	100%	100%	5	5	5	5.00	Complied all requirements as scheduled and maintained a standard filing and documentation in compliance with the function as the administrative staff as well as the deputy document and records controller of the Center
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100%	100%	100%	5	4	5	4.67	assisted in the preparation of supporting documents for the "The Impact Ranking" SDG7-Affordable and Clean Energy
UMFO 6. General Admin. & Support Services (GASS)											

MFO & PAPs	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-June 2024)	Percentage (%) of Accomplishment as of June 30, 2024	Actual Accomplishment	Rating				REMARKS
							Q1	Q2	Q3	A4	
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero complaint	100%	100%	5	5	5	5.00	Served clients with courtesy and efficiency; Provided immediate response to client needs and inquiries. Received No complaint from clients.
	PI 3: Additional Outputs	A 48. Percentage of OFIs, NCs, and CARs attended	Receive the RERC OFIs, NCs, and CARs. Facilitate the formulation of corrective actions and action plans. Remind the head of office from time-to-time to ensure the on-time submission and completion. Follow-up the status of the corrective actions and action plans for further appropriate actions of the office.	100%	100%	100%	5	5	5	5.00	Received the RERC OFIs, NCs, and CARs. Facilitated the formulation of corrective actions and action plans. Reminded the head of office from time-to-time to ensure the on-time submission and completion. Followed-up the status of the corrective actions and action plans for further appropriate actions of the office.
		A 49. Percentage of planning and monitoring documents attended	Facilitate, and keep track of OTP, SWOT Matrix, Risk Assessment, Physical Accomplishment of Operation, Quarterly, Mid-year and Annual Reports, IPCR, OPCR and other monitoring reports required by the institution for completion and submission	100%	100%	100%	5	5	5	5.00	Prepared, facilitated processing and kept track of Planning documents, Accomplishments, Reports, IPCRs & OPCR and other monitoring reports.
		A 50. Percentage of Procedure Manual (PM), Guidelines (GL) and Forms (FM) updated to the latest version	Ensure that all PMs, GLs, and FMs on file are updated and ready for use	100%	100%	100%	5	5	5	5.00	Ensured that PMs, GLs, and FMs are updated and ready for use
		Number of extension delivery services conducted/ coordinated/ participated: field demo, agri-fair, field days, agri-exhibit, techno-forum, techno-festival		1	100%	100%	5	5	5	5.00	1. VSU Anniversary 2. Regional Science, Technology and Innovation Week (RSTW)
		Number of documents attended and served	Prepare, facilitate, and keep track of all administrative and financial transactions including preparation and submission of PPMP and PR in accordance with established and/or standard documentation and filing procedures	500	84%	422	4	5	5	4.67	Facilitated all routine administrative and financial transactions such as but not limited to contract of service, payrolls, and vouchers, communications, minutes and notice of meetings, travel documents and the likes; and maintained and kept track of all documents as records controller of the Center.

MFO & PAPs	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-June 2024)	Percentage (%) of Accomplishment as of June 30, 2024	Actual Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
		Number of committee meetings attended/facilitated	Attend and facilitate CET Document and Records Controller Committee meetings and prepare draft minutes of meeting; Attend CET ManCom meeting and record important updates and things to do	1	100%	1	5	5	5	5.00	Represented RERC in committee meetings
		Number of academic lecture/laboratory rooms maintained	Facilitate the purchase of cleaning and maintenance tools and materials and monitor the frequency and extent of cleaning and maintenance	2	100%	2	5	5	5	5.00	Supervised the maintenance of cleanliness of the lecture/laboratory rooms and facilitated the purchase of supplies and materials
		Area of lawn maintained (sq.m, approx.)	Facilitate the purchase of cleaning and maintenance tools and materials and monitor the frequency and extent of cleaning and maintenance	1,161	100%	1,161	5	4	5	4.67	Supervised the maintenance of the RERC surroundings including the RE Pak and the newly developed ram pump-supported vegetable production demonstration area and facilitate the purchase of supplies and materials
		Number of office and laboratory & office tools and equipment maintained to best condition	Monitor the status of the various office and laboratory tools and equipment and propose appropriate actions as need arises	195	99%	193	5	5	4	4.67	Supervised the repair and maintenance of various office and laboratory tools and equipment
Total Over-all Rating							84	83	83	83.33	
Average Rating							4.90				
Adjectival Rating							Outstanding				
Comments & Recommendations for Development Purposes											
Ms. Estallo is an excellent administrative staff. She is very productive and effecient in handling administrative, financial, research and extension related transactions. It is highly recommended for her to attend seminars/trainings related but not limited to records and office management and control, risk assessment training, stress management, work-life balance, etc.											


Evaluated and Rated By:


ELDON P. DE PADUA
 Director, RERC
 Date: 9/5/24

1 - Quality

2 - Efficiency

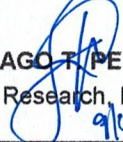
Recommending Approval:


IVY C. EMNACE
 Director for Research
 Date: 9/6/24

3 - Timeliness

4 - Average

Approved By:


SANTIAGO T. PEÑA JR.
 VP for Research, Extension and Innovation
 Date: 9/6/24

PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E R
X	2nd	
	3rd	
	4th	




Name of Office: Renewable Energy Research Center

Head of Office: Eldon P. De Padua


Number of Personnel: Chizka Mae M. Estallo

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring a. Monitoring the efficient implementation of Center Frontline services b. Monitoring the effective implementation of the Center records management c. Monitoring of the implementation of the Center records management codes d. Monitoring of the implementation of 5S in the Center	Regular personalize monitoring of center frontline services, records management and 5S implementation	Conduct meeting emphasizing, responsibilities of the staff		Notice of Meeting	Center frontline services, Records Management, and 5S are efficiently and effectively implemented
Coaching a. Coaching on efficient implementation of Center Frontline services b. Coaching on the effective implementation of Center Records Management Codes c. Coaching on the implementation of the Center records d. Coaching to implement 5S in the Center Continuous Quality Improvement (CQI)	Series of individual coaching as needed	Conduct of Center meeting emphasizing responsibilities of the staff at the Center		Notice of Meeting	Center Frontline services, Records Management, and 5S are efficiently and effectively implemented

Conducted by:


ELDON P. DE PADUA
 Immediate Supervisor

Noted by:


IVY C. EMNACE
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Chizka Mae M. Estallo

Performance Rating: _____

Aim: To gain familiarity with the Research, Extension, and Innovation processes and procedures, and to become an effective and efficient **deputy Document and Records Controller** for the Renewable Energy Research Center (RERC), supporting CET's internal accreditation and certification program and VSU's internationalization efforts.

Proposed Interventions to Improve Performance:

Date: January 2024

Date: June 2024

First Step: Familiarize and review the Research, Extension and innovation procedure manuals.

Reorientation of all the members on the principles of 5S

Reorientation of all members on documents and records management practices

Result: She is now more acquainted with the processes and procedures related to Research, Extension, and Innovation.

Working knowledge on the 5's principles

Better records management practice

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____


Final Step/Recommendation:

Should finish Masters of Management

Prepared by:


ELDON P. DE PADUA
Director, RERC

Conforme:


CHIZKA MAE M. ESTALLO
Admin. Aide IV, RERC

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: Chizka Mae M. Estallo


Position: Admin Aide IV

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1

9	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score						
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score						
Average Score						
Overall recommendation: Attend/participate to relevant training to ensure and improve the quality of service and work efficiency						


ELDON P. DE PADUA
 Director, RERC